

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **OPV00413957**
POSITION NO: **242482**
POSITION TITLE: _____

DATE POSTED: **06/19/17**
CLOSING DATE: **06/30/17**

DEPARTMENT NAME / WORKSITE: **OPVP/Navajo Gaming Regulatory Office, Window Rock, AZ**

WORK DAYS: <u>Monday-Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>AB70A</u>	
WORK HOURS: <u>8:00AM - 5:00PM</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____	\$ <u>67,433.60</u> PER ANNUM
(May require working evenings and weekends)	SEASONAL: <input type="checkbox"/>	DURATION : _____	\$ <u>32.42</u> PER HOUR
	TEMPORARY: <input type="checkbox"/>		

DUTIES AND RESPONSIBILITIES:

Under the general direction of the Executive Director, performs work of unusual difficulty with responsibility to provide administrative and managerial support to the executive office of considerable complexity (Executive Director), provide daily administrative oversight of Navajo Gaming Regulatory Office Administration and departments; development and implementation of policies, procedures, and operating standards; supervises assigned staff, provides additional administrative direction, guidance, monitoring to sections located within the NGRO; in coordination with Executive Director, manages personnel issues and identifies employee training and development requirements; compliance and implementation of organizational policies and procedures and evaluation of staff at all gaming facility locations. In coordination with Executive Director: preparation of budgets, oversight of budget funds; determining funding strategy and allocation of resources; accounting and expenditure control for budget funds; monitoring compliance with appropriation and budgetary resolutions and conditions, developing, and implementing internal control mechanisms, procedures and guidelines to maintain NGRO accountability and may oversee contracts and/or grants. Reports regularly on office performance and accomplishments, maintains regular contact with the highest levels of leadership in the Navajo Nation, aids in determining effectiveness of program service delivery; interprets relevant policies, procedures, and standards; oversees research, analysis and development of proposals and grants; attends a variety of department and division meetings representing the NGRO office; meets with government officials at the highest level. May be delegated for the Executive Director, as assigned. Shares in the overall planning and execution of program goals and objectives of the Office of the President and Vice-President.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Public or Business Administration or closely related field; and six (6) years of administrative or management experience, which must include supervisory responsibilities.

Special Requirements:

- A favorable background investigation is required.
- Must possess or be able to obtain a Navajo Gaming license and certification from the States of AZ and NM, as required by State-Tribal Gaming Compact.
- Must possess a valid state drivers license.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Depending upon the needs of the Nation, some incumbents may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment. Knowledge of modern principles, procedures and practices of organizational management, planning, and supervision. Knowledge of Navajo Nation, federal and state laws, regulations, and guidelines governing aspects of tribal operations relative to executive office responsibilities. Knowledge of budget and reporting systems, financial controls and funding sources, program analysis and performance measures. Knowledge of executive office operational activities, issues, mission and client service requirements. Skill in developing and analyzing program plans, operating systems, procedures, and controls, budgets and forecasts. Skill in managing senior executive office staff, maintaining an open and effective communication policy.

<<A favorable background investigation is required>>

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.